

Maggie Law Maritime Museum: Procedures Check List

W / B Monday, Date:-----2015	Mon	Tue	We	Th	Fri	Sat	Sun	Comments
Closing Procedures		X						
Upper Deck		X						
Switch off cabinet case, gallery lights, sound system at wall sockets and switches		X						
Ensure panel heater switched off		X						
Ensure external light has not been switched on accidentally		X						
Ensure all desk lamps and wall sockets are switched off		X						
Check and triple lock		X						
Lower Deck		X						
Complete visitor and donations record, (daily or weekly) and remove all cash (Cash box to Wheelhouse)		X						
Record any new heritage information and contacts (Museum Day Book)		X						
Lower flag (Optional)		X						
Switch off CD / Sound system (See Electrical plan)		X						
Switch off Gallery lights (Check external light)		X						
Switch off wheelhouse lights / spots								
Switch off computer, plasma screen and Coastguard spotlights at Gang Socket		X						
Double check electrical sources off		X						
Place cones and barrier poles inside		X						
Place "Museum Open" sign inside, also Gourdon lifebelt		X						
Close blind, right hand side		X						
Double Lock main doors		X						
Keys transfer?		X						
		X						
		X						
		X						
		X						